

Graduation Open House Checklist

A checklist to help you plan a fun and memorable graduation open house
The following list will help you plan the perfect graduation open house.

Tents and Accessories

- Frame Tents—freestanding tents with no center poles. Assorted sizes available.
- Pole Tents—poles stake into ground and the tent has center poles. Assorted sizes available.
- Tent Walls—may be necessary if rain is expected or to block the wind.
- Tent Heater or Pedestal Fans
- Tent Lights—use for decoration or added light.

Tables and Chairs

Tables are available in rectangle or round. We have 5 styles of chairs to choose from. We also carry linen or plastic table covers.
Areas where you'll need tables and chairs:

- Food and Beverage Tables
- Guest Tables and Chairs
- Gift Table

Food Prep Items

- Grills—gas or charcoal
- Griddles
- Electric Roasters
- Deep Fat Fryers
- Pig-E-Que

Food Service Items

- Chafing Dishes
- Food Crisper
- Insulated Food Carriers

Food Service Items (cont.)

- Drink Dispenser
- Super Cooler
- Punch Bowl
- Coffee Urn

Decorations

- Helium Tank and Balloons
- Balloon Centerpieces for Tables
- Will be done in your school colors.
- Printed Napkins
- Graduation Hat Confetti
- Easels to display photos
- Wishing Well for Cards

Games and Miscellaneous

- Volleyball Set
- Horse Shoe Set
- Moonwalk—for ages 14 and under
- Bungee Run
- Velcro Wall
- Double Shot Basketball
- Dunk Tank—dunk the graduate!
- PA System and CD Player
- Multi-media Projector—great way to project pictures of the graduate through the years
- Popcorn Popper
- Sno Cone Machine
- Slushie Machine
- Cotton Candy Machine

*Many more items are available.

Tips for Renting Equipment for your Graduation Open House

- ❖ Plan ahead as far as possible to insure your choices will be available.
- ❖ Meet with a special event consultant at Midwest Party Rentals. They can help make your open house stress free.
- ❖ Access our internet site for a list of items, photos, and ideas at www.midwestrentalsinc.com
- ❖ Ask a consultant if there's something you want that we don't carry. We may be able to get it for you or we'll refer you to someone who may have what you want.
- ❖ Arrange for the rental items to be picked up the day before the open house and returned afterward. Weekend rentals are Friday-Monday.
- ❖ If we are delivering items, make sure someone will be there to meet us.

Don't forget to rent Portable Restrooms!

Midwest Portable Restrooms and Storage offers clean portable restrooms for your outside open house. Some come equipped with hand washing and flush capacity.

Midwest Portable Storage and Restrooms
423-5541 or 1-877-777-9639

Reserve items for May and June graduations well in advance.

Rental items for graduations get reserved very quickly starting in April.

Call a special event consultant at Midwest Party Rentals today!
423-5543 or 1-800-777-6439